



December 16, 2008

To Whom It May Concern:

In response to a mandate from the Governor requiring every state agency to address the impact of the aging population on the services they provide, the Virginia Department of Alcoholic Beverage Control (VA ABC) created the Alcohol and Aging Awareness Group (AAAG) in March 2007. The AAAG is a state-level collaboration of 30+ representatives from public, private and not for profit organizations focused on older adult services around the Commonwealth, and has received both national and state-level recognition. The mission of the AAAG is to educate older adult consumers, their family members and their service providers about the issues related to alcohol misuse and potential interactions between alcohol and medications.

VA ABC and the AAAG received a grant from the Virginia Center on Aging, VCU, under the Geriatric Training and Education initiative supported by the General Assembly Virginia, and provided a highly evaluated training conference last April attended by hundreds of service providers from across the Commonwealth. The AAAG is in the process of planning the April 2009 conference. The conference planning committee would like to highlight the Best Practices in Substance Abuse Treatment and Services for Older Adults being implemented throughout the Commonwealth. Therefore, attached are copies of the following documents:

1. Request for Nominations to the Best Practices in Substance Abuse Treatment and Services for Older Adults Award program;
2. Guidelines for preparing applications to the Best Practices in Substance Abuse Treatment and Services for Older Adults Award program; and
3. Application cover page for submissions to the Best Practices in Substance Abuse Treatment and Services for Older Adults Award program.

**Please disseminate these documents to the providers in your agency who are the most knowledgeable about the substance abuse treatment and services provided to older adults through your organization, and who could best respond to the Request for Nominations.** The AAAG's Best Practices Review Committee will select the agency to be awarded. The awarded organization will receive a complimentary conference registration and be invited to exhibit free of charge at the conference. Additional programs will be chosen to present at the closing session of the conference in order to encourage replication of best practices by other agencies.

Thank you for promptly addressing this matter to ensure compliance with the submission deadline of **January 30, 2009**. Submission of your agencies' program will assist the

AAAG in improving the quality of life for Virginia's older adult population with respect to this public health issue.

Sincerely,

Regina Whitsett  
Education Coordinator, Virginia Department of Alcoholic Beverage Control  
Chair, Alcohol and Aging Awareness Group

/rmw

See Best Practice attachments

## **Request for Nominations**

Best Practices in Substance Abuse Treatment and Services for Older Adults Award -  
Administered by the Virginia Department of Alcoholic Beverage Control (VA ABC),  
Alcohol and Aging Awareness Group (AAAG)  
and Virginia Center on Aging, VCU (VCoA)

### **Purpose**

Best practices or programs are those that are replicable and promote sustainable, high-quality treatment or services. This award recognizes excellence in substance abuse treatment and services provided to older adults.

### **Awards**

VA ABC, AAAG and VCoA will provide a free exhibit table and complimentary registration for a representative of the awarded agency to attend and present their Best Practice at The Hidden Epidemic, Alcohol, Medication and the Older Adult Best Practices 2009 Conference, April 7, 2009, in Richmond, VA. Additional applications will be chosen to receive a certificate of recommendation and present in the Best Practices session at the conference.

### **Focus**

Any practice or program that positively affects the quality of life and care for recipients of substance abuse treatment or services for older adults may be considered for this award. Practices or programs that demonstrate outcome-based quality improvements or exemplary organizational models are especially encouraged. This may include but is not limited to:

- Collaborative endeavors
- Patient/family education efforts
- Cultural awareness/sensitivity initiatives
- Emergency plans and procedures
- Treatment/rehabilitation protocols or other support services
- Morale and motivation practices or programs to support older adults with substance abuse issues

### **Review Criteria**

- Significance and degree of innovation
- Demonstration of effectiveness
- Potential for replication by others

### **Eligibility**

- Any public or private organization in the Commonwealth of Virginia, operated for profit or not for profit to provide substance abuse treatment or services for older adults.

### **Schedule**

Submissions will be accepted through **January 30, 2009**, and applicants will be notified by **February 20, 2009**.

**Application forms, guidelines, and further information may be obtained by contacting:**

**Regina Whitsett, Education Coordinator, VA ABC and Chair, AAAG  
Best Practices in Substance Abuse Treatment and Services for Older Adults Awards  
Virginia Department of Alcoholic Beverage Control  
2901 Hermitage Road  
Richmond, Virginia 23220  
Phone: (804) 213-4445  
FAX: (804) 213-4457  
E-Mail: [Regina.Whitsett@abc.virginia.gov](mailto:Regina.Whitsett@abc.virginia.gov)**

Supported, in part, by the Geriatric Training and Education (GTE) initiative of the Virginia General Assembly.

## Guidelines

Best practices or programs are those that promote sustainable, high-quality treatment or services. This award recognizes excellence in substance abuse treatment and services provided to older adults. The VA ABC, AAAG, and VCoA Best Practices in Substance Abuse Treatment and Services for Older Adults Award program aims to:

- 1) facilitate identification of the critical components of optimal substance abuse treatment and services for older adults;
- 2) increase awareness about creative problem-solving techniques; and
- 3) promote the skills-building processes needed for successful implementation and replication of best practices in substance abuse treatment and services for older adults.

**Application:** Please complete the application form and on additional pages provide the following:

- Executive summary (short paragraph for publicity purposes including statement of problem, nature of practice/program implementation, resulting consequences or outcomes)
- Provide details about the practice/program using the following format:
  - Describe the significance of the practice/program being nominated and any pertinent background information supporting the importance of the problem/issue being addressed.
  - Outline the intended goals and objectives of the practice/program.
  - Explain the procedures employed to implement the practice/program.
  - Indicate how long the practice/program has been in place.
  - Define those eligible to participate and how many are currently served.
  - Discuss the concrete benefits of the practice/program and any positive effects noted (in terms of quality indicators, if appropriate).
- Consider responding to the following questions, if applicable:
  - Are there any aspects of the practice/program that are particularly innovative or that offer a creative solution to an important problem?
  - Is there a recruitment strategy for promoting utilization of the practice/program?
  - Is the practice/program being marketed to promote increased awareness in the community?
  - Has the practice/program been formally evaluated? (Include the documentation of any outcome-based quality improvements, along with the methods of measurement employed and the quantitative results achieved)
  - What material and human resources have been committed to the practice/program and how were these appropriated?
  - Has the practice/program resulted in recommendations or documents useful to others?
  - What resources are needed to implement this practice?

### Rules for Nomination

- Submissions should include as a cover page, the signed, and dated VA ABC, AAAG, and VCoA Best Practices in Substance Abuse Treatment and Services for Older Adults Award program application form. Nominations should be submitted both in hard copy (postmarked no later than January 30, 2009) and by e-mail to [Regina.Whitsett@abc.virginia.gov](mailto:Regina.Whitsett@abc.virginia.gov).
- Nominators must be willing to provide additional information as needed by the VA ABC, AAAG, and VCoA Best Practices Awards review committee.
- There is no limit on the number of entries an agency/organization may submit.
- Applications that are not selected may be re-nominated in consecutive years.

### Selection

The Best Practices in Substance Abuse Treatment and Services for Older Adults Awards program is administered by VA ABC, AAAG, and VCoA which developed the application procedures and

review criteria. Nominations are considered by members of the VA ABC, AAAG, and VCoA Best Practices Awards review committee who use standardized criteria in their review.

Supported, in part, by the Geriatric Training and Education (GTE) initiative of the Virginia General Assembly.

# Best Practices in Substance Abuse Treatment and Services for Older Adults Award

---

Administered by the  
Virginia Department of Alcoholic Beverage Control (VA ABC),  
Alcohol and Aging Awareness Group (AAAG)  
and Virginia Center on Aging, VCU (VCoA)

Deadline: January 30, 2009

Applicant Organization:

Mailing Address:

Nominator Name:

Phone Number:

Fax Number:

E-mail:

Name of Practice/Program:

VA ABC, AAAG and VCoA will provide a free exhibit table and complimentary registration for a representative of the awarded agency to attend and present the Best Practice at The Hidden Epidemic, Alcohol, Medication and the Older Adult Best Practices 2009 Conference on April 7, 2009 in Richmond, Virginia. Additional applications will be chosen to receive a certificate of recommendation and present in the Best Practices session at the conference.

I certify that the statements herein are true and complete to the best of my knowledge, and accept the obligation to comply with the terms and conditions of the Best Practices in Substance Abuse Treatment and Services for Older Adults Award program if an award is made as the result of this submission.

---

Agency Head

---

Date

---

Nominator

---

Date